



University of
Nottingham

UK | CHINA | MALAYSIA

Example CV A holiday job

Sophie has included contact details without using the words: address, telephone number and email. This makes her CV look neat and uncluttered.

Sophie has used her personal statement to emphasise her customer service skills and she is clear about the role she is applying for.

Sophie has split her work experience into related and additional experience. This helps focus the reader on her relevant skills and experience. Using active verbs demonstrates what she did in the role. She has also included relevant results from her actions that show success.

Sophie's additional work experience highlights her transferable customer service, communication and teamwork skills to add more evidence to her suitability for the role.

Sophie has included her interests and highlighted the communication, teamwork, and organisational skills that are relevant to the type of role she is interested in. Hobbies or activities can be used as examples in interviews where relevant, so don't forget to mention them.

As this is an application for a non-graduate holiday role, Sophie has prioritised her work experience over her current studies, placing this toward the bottom for information only.

SOPHIE SPENCER

0796217545

sophie.spencer3@gmail.com

PERSONAL STATEMENT

A second-year History of Art student, able to work calmly as part of a team in fast-paced, customer-focused environments. I am seeking a retail position over the holidays where I can use and build on my customer-facing experience.

RELATED WORK EXPERIENCE

Next plc, Nottingham

June 20XX – September 20XX, Sales Assistant

- Provided a high level of customer service communicating in a clear, friendly and efficient manner.
- Responsible for managing stock replenishment across shoes and accessories, and ensuring stock accurately reflected customer need.
- Analysed reports on best-selling lines and communicated the results to the buying team, leading to appropriate re-stock orders being placed.
- Ensured displays were well organised and presented, and that special offer information was accurate.
- Upselling at the till, consistently hitting targets set by head office leading to our team being in the top 5 stores over the Christmas sales season.

ADDITIONAL WORK EXPERIENCE

Scott's Café, Nottingham

November 20XX – Present, Team Member

- Listen carefully to customers' orders, relay those to the kitchen and serve the food and drinks to them in a friendly and professional manner.
- Use initiative to support colleagues in busy times to meet customer demands.
- Take payments from customers using cash and card transactions with the additional responsibility for cashing up the till at the end of the day.
- Responsible for keeping tables clean and tidy so the café is a nice environment for customers.

INTERESTS

- Playing for the university netball team keeps me fit. I enjoy meeting new players from diverse backgrounds and finding ways to make training fun and inclusive to ensure a trusting team environment.
- Co-ordinated a weekend-long netball tour playing against other universities including booking transport and accommodation. Communicated the programme by email and at training sessions to ensure everybody was kept informed. Acted as point of contact for the team and worked with the senior coach to resolve problems.

EDUCATION

- 20XX– Present **University of Nottingham**
BA (Hons) History of Art — Expected grade 2.1

REFERENCES

References available on request.

Sophie makes good use of action verbs.

Think about how much personal information you are sharing on a CV, especially of others. Save the contact details of previous line managers or supervisors and provide them if the employer asks for them.

View full size letter

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